

USAREUR CENTRAL REGISTRY (PROV)  
513th INTELLIGENCE CORPS GROUP  
APO 154 U S FORCES

AFUHO-CR (FM)

30 July 1962

ANNEX H TO USAREUR CENTRAL REGISTRY  
STANDING OPERATING PROCEDURES NUMBER 1 (U)  
(SHORT TITLE CR-SOP-1 (U))

ANALYSIS AND IMPERSONALS SECTION

1. MISSION: To receive and analyze incoming material for information of retentive intelligence value. Complete analysis will include determination as to dossier opening, screening of dossiers prior to opening and filing, carding of both personal and impersonal subjects, and the resolving of possible duplicate dossiers. The section is also responsible for the maintenance of the impersonal files and the conducting of impersonal file checks. (See Appendix 1 and 2).

2. FUNCTIONAL PROCEDURES:

a. Analysis Unit: Incoming material is received from agencies listed in Appendix 3. Material is normally received accompanied by AEUM Form 168 (Operational Work Sheet) (Appendix 4) with detailed instructions as to opening, carding, etc. In those cases where instructions do not accompany the material, analysis is made to determine whether or not a new dossier should be opened or the material filed in an existing dossier; personalities and/or impersonal subjects deemed of intelligence value are underlined and material forwarded to dossier opening or carding unit as applicable for action. Material, after action is completed, is routed to File Control Branch or to the interested operational section (See Appendix 1).

b. Dossier Opening Unit: An agency may request a dossier to be opened on either a personal or impersonal subject by completing the applicable section of the Operational Work Sheet (Appendix 4) and forwarding

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ANNEX H TO CR-SOP-1 (U)

RECORDS SECTION  
 SUBJECT: Analysis and Impersonals Section

same, with or without material, to the Analysis Unit. Upon receipt of the "No Dossier" from the Central Personality Index or the Impersonal Files, the request is forwarded to the Dossier Opening Unit where the dossier is prepared and numbered. The number assigned consists of the command designation (66, 513, 766, etc), a six digit figure, and the last two digits of the current year. The six digit number is determined by the status of the case, i.e. active cases are assigned a low six digit number (Example: 66-005432-62) and microfilm cases a high six digit number (Example: 513-104789-62). An AEUM Form 166 White (Subject Dossier Card) (Appendix 5) is prepared, with all identifying data (Names, POB, DOB, etc) for each case opened. In those cases where a CPI check indicates that a dossier previously existed and is now on microfilm, an "Active" Dossier Locator Card (Appendix 6) is prepared. For an impersonal subject a Kardex Tab (Appendix 7) is prepared for inclusion in the impersonal files. An active record of personal cases opened is maintained daily on AEUM Form 167 (Dossier Log) (Appendix 8). Completed dossier locator cards are forwarded daily to CPI for inclusion in the files of that section; dossier log cards are forwarded to the microfilm library when completed.

c. Carding Unit: Material to be carded is forwarded by Operational Work Sheet (Appendix 4) to the analysis unit; personalities to be carded are underlined in red and impersonal subjects in blue. In those cases where this action has not been accomplished, determination is made by the NCOIC, Analysis and Impersonal Section as to material to be carded. Material containing personalities to be carded are forwarded to the carding unit where AEUM Form 166 Blue (Reference Dossier Card) (Appendix 9) is prepared from available identifying data. A blue card is prepared only on a subject who has no

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APPENDIX II TO CR-SOP-1 (U)

REF ID: A66100

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previous individual dossier and who is not the subject of the dossier.

Completed cards are forwarded daily to CPI for inclusion in the files of that section.

d. Screening Unit: Screens opened dossiers (microfilm series) for extraneous material (duplicate papers, hand written notes, etc) prior to forwarding to Files Control Branch for microfilming. Screens material destined for consolidated dossiers (Example: Dropped sources) prior to forwarding to Carding Unit.

e. "Doubles" Unit: Resolves, through research of all pertinent active and/or microfilm material, possible duplication of dossiers pertaining to one subject and, from this research determines whether or not dossier should be combined; prepares work cards ABUM Form 166 Buff (Subject Dossier Card) (Appendix 10) from which new dossier locator cards are prepared by carding unit.

f. Impersonal Files: Material containing impersonal subject to be carded is forwarded, through the Analysis Unit, with a completed Operational Work Sheet (Appendix 4) as to action desired. Material not already marked for carding is checked by the NCOIC, Analysis Unit, for information of intelligence value; subjects to be carded are underlined in blue. Kardex tabs (Appendix 7) are prepared for each impersonal subject, referencing it to the applicable dossier; cross referencing is also accomplished to insure more expeditious and accurate recall of material. Agencies desiring checks on impersonal subjects submit request on Operational Work Sheet (Appendix 4); results are forwarded to requesting agency upon completion. Agency representatives may make immediate checks with the assistance of the Impersonal Files Clerk or after checking with the NCOIC, Analysis and Impersonals

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ANNEX II TO CR-SOP-1 (1)

AEUHO-CR (FM)

SUBJECT: Analysis and Impersonals Section

Section. (See Appendix 2).

BUFORD E. McCHAREN JR  
Major, AI (Inf)  
Commanding

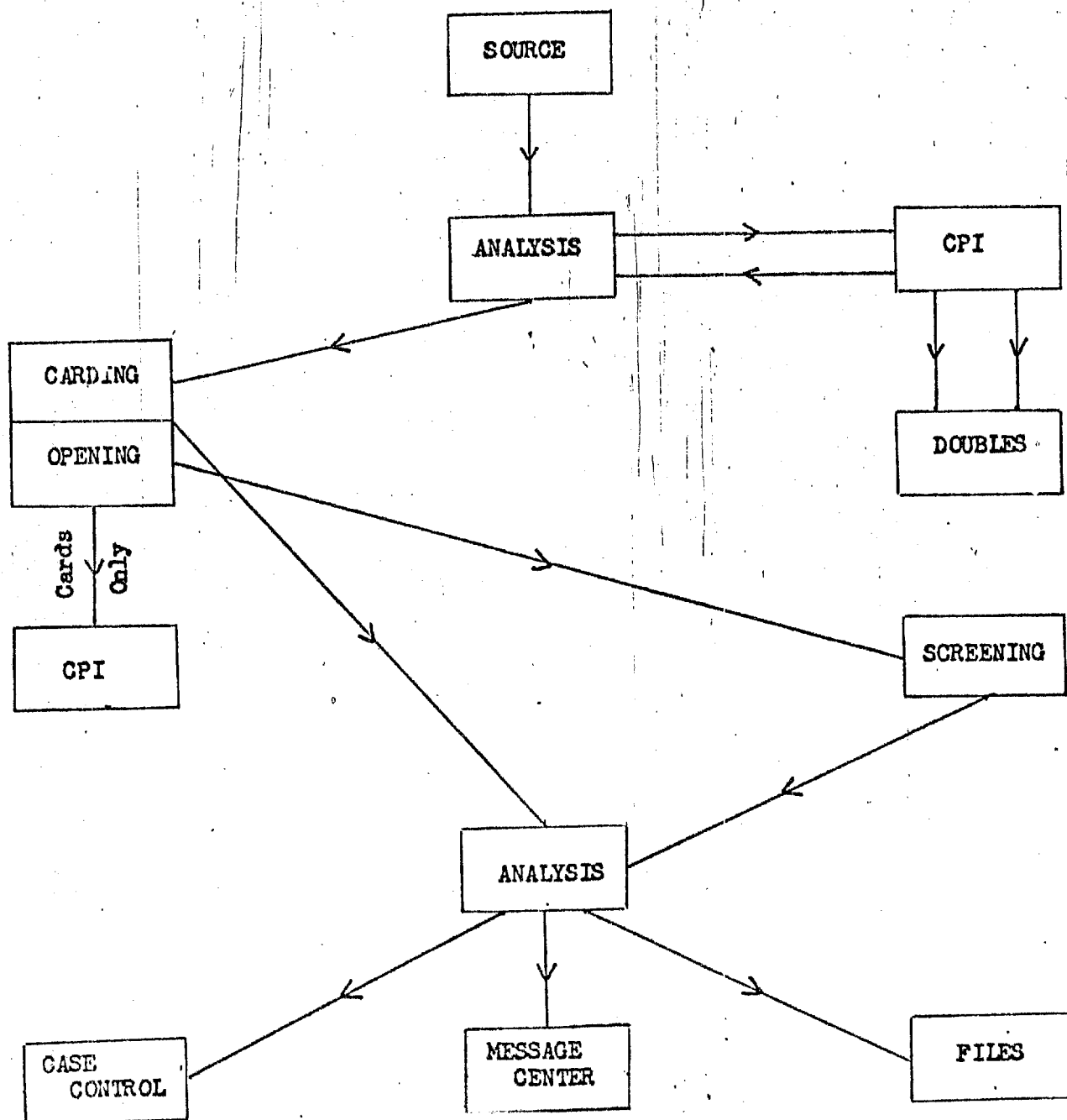
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APPROX II TO CR-SOP-1 (U)

AEUNO-CR (FM)

APPENDIX 1 to ANNEX H to USAREUR Central Registry  
Standing Operating Procedures Number 1 (U)  
(Short Title CR-SOP-1 (U))

FLOW CHART - PERSONALS



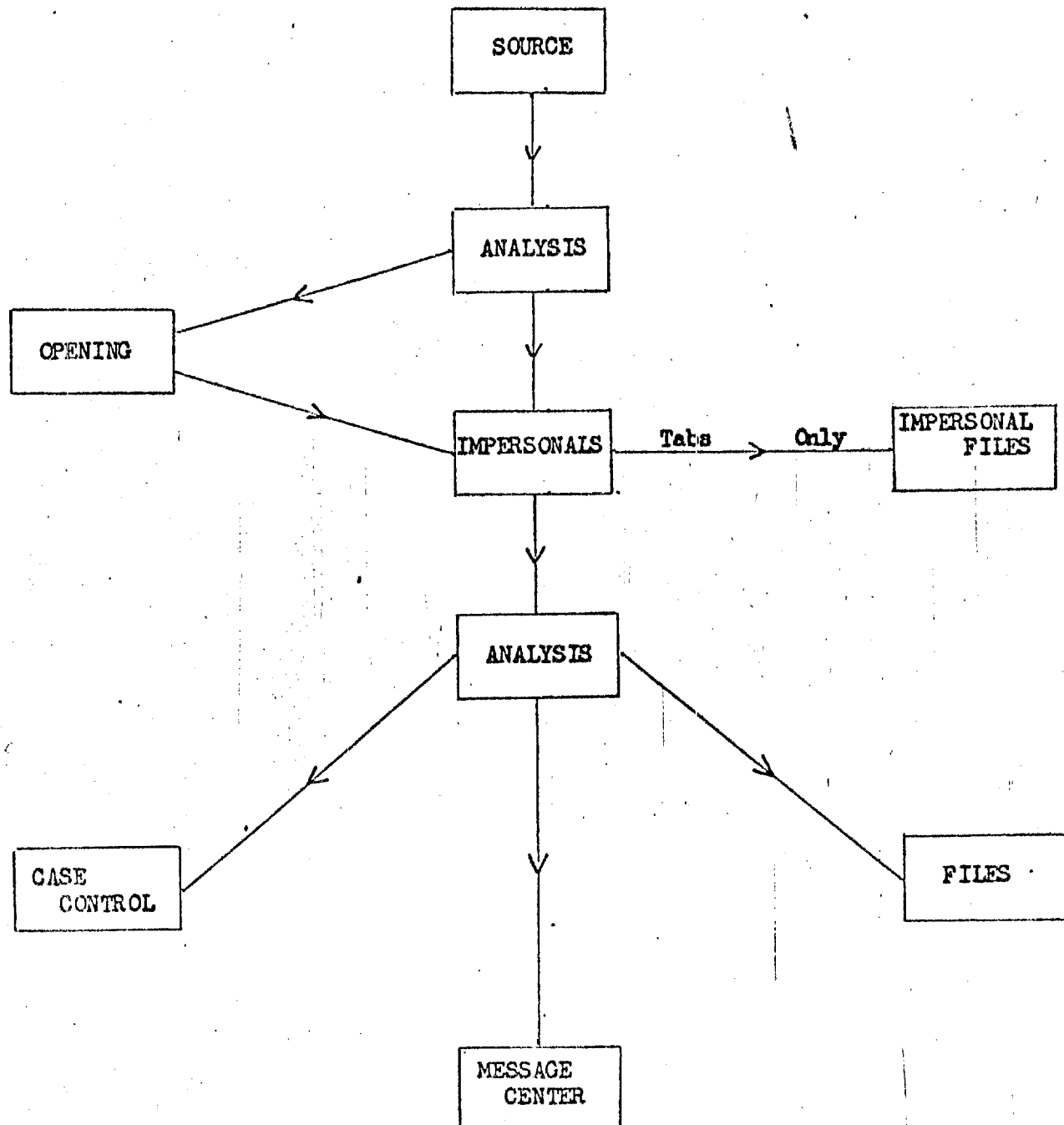
APP 1 to ANNEX H to CR-SOP-1 (U)

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REF ID: A66000

APPENDIX 2 to ANNEX H to USAREUR Central Registry  
Standing Operating Procedures Number 1 (U)  
(Short Title CR-SOP-1 (U))

FLOW CHART - IMPERSONALS



APP 2 to ANNEX H to CR-SOP-1 (U)

APPENDIX 3 TO ANNEX H TO USAREUR CENTRAL REGISTRY  
STANDING OPERATING PROCEDURES NUMBER 1 (U)  
(SHORT TITLE CR-SOP-1 (U))

LIST OF AGENCIES FORWARDING MATERIAL TO USAREUR CENTRAL REGISTRY

1. Military Intelligence Organizations
2. Department of the Army Detachment
3. United States Army Security Agency
4. Office of Special Investigations, US Air Force
5. Office of Naval Intelligence, US Navy
6. United States Army Units
7. United States Army Labor Service Units
8. European Exchange System
9. US Army, Navy, and Air Force Attaches
10. United States Embassies and Attaches
11. Legal Attaches
12. Refugee and Migration Service
13. Immigration and Naturalization Service
14. Federal Bureau of Investigation
15. German Federal Republic Agencies
16. NATO Governments

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APP 3 TO ANNEX H TO CR-S

ANNEX H to CR-SOP-1 (U)

Standing Operating Procedure Number 1 (U)

(Short Title CR-SOP-1 (U)) OPERATIONAL WORK SHEET

|  |                          |
|--|--------------------------|
| SUBJECT, SOURCE AND DATE OF REPORT   | SECURITY CLASSIFICATION: |
|  | DATE:                    |
|  | CASE OFFICER:            |
| <input type="checkbox"/> Search file for subjects listed or underlined in blue. Attach dossier(s) and/or extract information from CPI cards. |                          |
| COMPLETED .....  |                          |
| This block will be used for internal office use only   |                          |
| <input type="checkbox"/> Request that a dossier on the below listed SUBJECT be opened:   |                          |
| a. SUBJECT:  |                          |
| b. BORN:   | AT:                      |
| c. RES:  |                          |
| d. OCC:  |                          |
| e. NAT:  | f. POL:                  |
| g. OTHER:  |                          |
| h. Investigative classification .....  |                          |
| i. At this time, SUBJECT cannot be identified with dossier .....   |                          |
| <input type="checkbox"/> Return to ..... Branch .....  |                          |
| The above SUBJECT has been assigned Dossier Number .....   |                          |
| All correspondence regarding this SUBJECT will carry this Dossier Number   |                          |
| <input type="checkbox"/> Card names in attached report underlined in red. COMPLETED .....  |                          |
| <input type="checkbox"/> Make impersonal index references in attached report underlined in red. COMPLETED .....                              |                          |
| <input type="checkbox"/> Return to ..... Branch .....  |                          |
| REMARKS:   |                          |
| Additional copies filed in dossier .....   |                          |
| <input type="checkbox"/> Investigation coordinated with:   |                          |
| <input type="checkbox"/> FILE IN DOSSIER:  | SUBJECT OF DOSSIER:      |
| NOTE: All entries will be numbered consecutively in order of action to be taken. Spaces not used will be left blank.                         |                          |

AFRIC-FORM-7-1-JAN-61-

AFRIC Form 168 - 25 Apr 62

AGL (1) 6-61-5M-83037

APP 4 to ANNEX H to CR-SOP-1 (U)



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APPENDIX 8 to ANNEX H to USAREUR Central Registry  
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| NO | G-2    | FWD CRF | MICROFILM |      |        |       | COMBINED WITH |  |
|----|--------|---------|-----------|------|--------|-------|---------------|--|
|    | ACTIVE | REACT   | 0         | WD-A | MF NO. | REACT | SEE ALSO      |  |
| 0  |        |         |           |      |        |       |               |  |
| 1  |        |         |           |      |        |       |               |  |
| 2  |        |         |           |      |        |       |               |  |
| 3  |        |         |           |      |        |       |               |  |
| 4  |        |         |           |      |        |       |               |  |
| 5  |        |         |           |      |        |       |               |  |
| 6  |        |         |           |      |        |       |               |  |
| 7  |        |         |           |      |        |       |               |  |
| 8  |        |         |           |      |        |       |               |  |
| 9  |        |         |           |      |        |       |               |  |
| 0  |        |         |           |      |        |       |               |  |
| 1  |        |         |           |      |        |       |               |  |
| 2  |        |         |           |      |        |       |               |  |
| 3  |        |         |           |      |        |       |               |  |
| 4  |        |         |           |      |        |       |               |  |
| 5  |        |         |           |      |        |       |               |  |
| 6  |        |         |           |      |        |       |               |  |
| 7  |        |         |           |      |        |       |               |  |
| 8  |        |         |           |      |        |       |               |  |
| 9  |        |         |           |      |        |       |               |  |

AEUM Form 167 - 25 Apr 62

DOSSIER LOG

AGL (1) 7-60-12M-775

APP 8 to ANNEX H to CR-SOP-1 (U)

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AEUMO-CR (FM)

APPENDIX 10 to ANNEX H to USAREUR Central Registry  
Standing Operating Procedures Number 1 (U)  
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IDENTIFYING NO :

BORN :

AT:

RESIDENCE :

OCCUPATION :

NATIONALITY :

POLITICAL :

OTHER :

DT TYPED :  
CLERK # :  
TYPE INV :  
OPENED :  
CLOSED :  
RESULTS :  
FWD CRF :

~~ABUCYBENOM~~  
~~INTORONCEK~~

Previous editions may be used.

AEUM Form 166 - 25 Apr 62

DOSSIER LOCATOR

AGL (1) 3-56-450M-89-

APP 10 to ANNEX H to CR-SOP-1 (U)

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